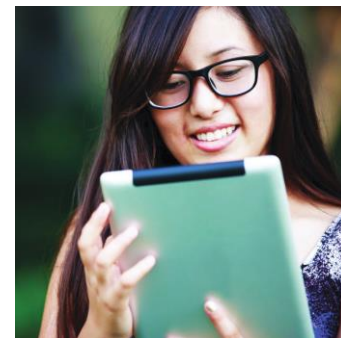


# How-To Guide

## How to Set Up Student Logins



## Set Up Student Logins

Students can read books assigned by teachers independently with Student Logins. These allow students to log in to Bookshare at school or at home and access books you have assigned on Reading Lists. You can set up Student Logins for both new and existing student members.

### Student Logins for Existing Members

- 1) Select a student with an organizational membership and select the edit icon or their last name to edit. Note: students with Individual Memberships do not get assigned a Student Login.

My Bookshare

- Collection Admin
- My History
- My Reading Lists
- Members
- Sponsors
- Upload Roster
- Organization Info
- My Requests
- Download Reading Tools
- My Account

## Members

Members are students or clients that have a qualifying print disability.

Filter by: **Members** All Members Grade All Grades

District All Districts School All Schools **Filter**

Sort: By Last Name Search Members **Q**

6 results

<input type="checkbox"/>	Edit	First Name	Last Name	Username	District + School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability	Plan
<input type="checkbox"/>		Bookshare	Ben	BookshareBen	Smith School Smith School	9	Yes	03/10/2007	Organization	Physical	
<input type="checkbox"/>		Jane	Doe	JaneDoe12345678	—	6	Yes	06/30/1997	Organization	Learning	
<input checked="" type="checkbox"/>		Bill	Smith		—	10	Yes	04/23/2011	Organization	Physical	
<input type="checkbox"/>		Jane	Smith	(private)	—	8	Yes	05/02/2004	Org + Individual	Visual	
<input type="checkbox"/>		Sharon	Smith	sharonsmith123	—	6	Yes	05/05/2015	Organization	Visual	
<input type="checkbox"/>		Sue	Smith	suesmith	—	9	Yes	05/05/1999	Organization	Visual	

**+ Add Member** **Add to Reading List** **More Actions**

- 2) Enter username and password and select “Save.”

## Edit Member

**Account Details**  
This account information will allow your member to access books.

First Name\*

Last Name\*

Birth Date\* (MM/DD/YYYY)

Current Grade\*

Username

Password

Quicklist ☒ ?

District

School

**Qualifying Information**  
This form serves as proof of disability in place of sending signed documentation.

**Disability\***

☐ Visual

☐ Learning

☒ Physical

**Plans**

☐ User has an IEP

☐ User is 504 Qualified

**Reading Preferences** ▼

**Save** **Save & Add Individual Membership** ? **Cancel** **Remove Member**

**Tip:** Write down the username and password on a useful form found in the “Help Center” under “Training and Resources > Brochures and How-To Guides > [Student Login Form](#).”

Students can now read books you have assigned to them on shared Reading Lists. To learn more about using Reading Lists, review the [How to Guide: Use Reading Lists to Assign Books](#).

To learn more about how students read Bookshare books, review [Students: Read Bookshare Books](#).

## Student Logins for New Members

1) Log in to your Bookshare account and select “Members” or “Manage Student Roster.”

**My Bookshare**

Welcome Sally Smith

Organization Status: INCOMPLETE [Download Agreement](#)

**New Special Collections!**  
Looking for a new book? Discover amazing titles with our new and improved Special Collections.

1. **Manage Student Roster (Members)**
2. Assign books to students (Reading Lists)
3. Manage List of Teachers, Resource Specialists, etc. (Sponsors)

Learn how to make your Members even more independent this year with Bookshare. Make sure your students are set up with new Student Logins and [empower them to read](#) assigned books on their own.

**Recent News**  
[Benetech Summer Interns Dive Deep into Bookshare](#)  
[Reading Takes Discipline and My Fear of the Written Word Is Gone](#)

[Read Our Books in Braille](#) [Get Answers in the Help Center](#) [Help Students Access Books](#)

2) Select the “Add Member” button.

**Manage Members**

Manage Members | View Individual Members | Upload Roster

Members are students or clients that have a qualifying print disability.

District: All Districts School: All Schools [Filter](#)

☒ My Quicklist Only Search Members [Q](#) Sort: By First Name

6 results

<input type="checkbox"/>	Edit	First Name	Last Name	Username	District + School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability	Plan
<input type="checkbox"/>	<a href="#">Edit</a>	Jane	Doe	JDStudent	—	12	Yes	04/08/1999	Organization	Learning	
<input type="checkbox"/>	<a href="#">Edit</a>	Jane	Roe	(private)	Demo District Demo High School	9	Yes	07/12/2004	Org + Individual	Visual	504, IEP
<input type="checkbox"/>	<a href="#">Edit</a>	John	Doe		Demo District Demo High School	9	Yes	11/19/1989	Organization	Visual	
<input type="checkbox"/>	<a href="#">Edit</a>	June	Doe	JuneDoe1	District N P101X	5	Yes	07/17/2002	Organization	Physical	IEP
<input type="checkbox"/>	<a href="#">Edit</a>	Stan	Smith	teststan	District M P100Q	9	Yes	01/01/2000	Organization	Physical, Learning	IEP
<input type="checkbox"/>	<a href="#">Edit</a>	Susan	Smith		—	4	Yes	06/23/2009	Organization	Visual	

[Add Member](#) [Add to Reading List](#) [More Actions](#)

- 3) Complete the first two sections by entering information on a [qualified student](#). The username and password fields are for the student's personal login. Usernames can be anything including: email addresses, nicknames, or student IDs. Select "Save."

The screenshot shows a web form titled "Add New Member" with a close button (X) in the top right corner. The form is divided into three main sections: "Account Details", "Qualifying Information", and "Reading Preferences".

- Account Details:** This section contains fields for "First Name\*", "Last Name\*", "Birth Date\*" (with a "(MM/DD/YYYY)" hint), and "Current Grade\*" (a dropdown menu labeled "Select one"). To the right of these are fields for "Username", "Password", "Quicklist" (with a checked checkbox and a help icon), "District" (a dropdown menu), and "School" (a dropdown menu). A red oval highlights the "Username" and "Password" fields.
- Qualifying Information:** This section includes a note: "This form serves as proof of disability in place of sending signed documentation." It has two columns of checkboxes. The left column, labeled "Disability\*", has options for "Visual", "Learning", and "Physical". The right column, labeled "Plans", has options for "User has an IEP" and "User is 504 Qualified".
- Reading Preferences:** This section has a dropdown menu labeled "Reading Preferences ▼".

At the bottom of the form, there are three buttons: "Save", "Cancel", and "Remove Member". The "Save" button is highlighted with a red circle.

**Tip:** Write down the username and password on a useful form found in the "Help Center" under "Training and Resources > Brochures and How-To Guides > [Student Login Form](#)."